

Welcome to WebConnect, FundEX Investment's secure investor portal. WebConnect provides instant online access to your portfolio holdings, investment balances, asset allocations, account activity and quarterly dealer account statements. WebConnect is optimized for compatibility on a variety of browsers and devices through a user friendly interface.

The purpose of this guide is to aid in navigating through WebConnect by providing information on:

- The features of the Home Page
- The requirements for Signing-In
- How to Self-Register
- Password Recovery Setup
- E-Delivery Enrolment
- WebConnect Navigation
- Family Linking
- Client ID/Password Recovery

### WEBCONNECT HOME PAGE FEATURES

To access WebConnect go to <https://client.fundex.com>.

The "Sign In" screen will facilitate access to:

- Login
- Self-registering for access
- Resetting your password
- Locating the Investor User Guide under the Help link
- Finding a link to the previous version of Investor Web



### SIGNING IN

To sign in to WebConnect the following unique fields are required:

**Client ID:** A unique identifier provided by your advisor or obtained during self-registration (explained below).

**Password:** A secure secret word or string of characters or numbers that is used for user authentication to prove your identity, chosen by yourself or temporarily assigned by your advisor.

The above can be provided by your advisor. Alternatively, you may utilize the self-registration feature by selecting the “Register” button on the “Sign In” screen.

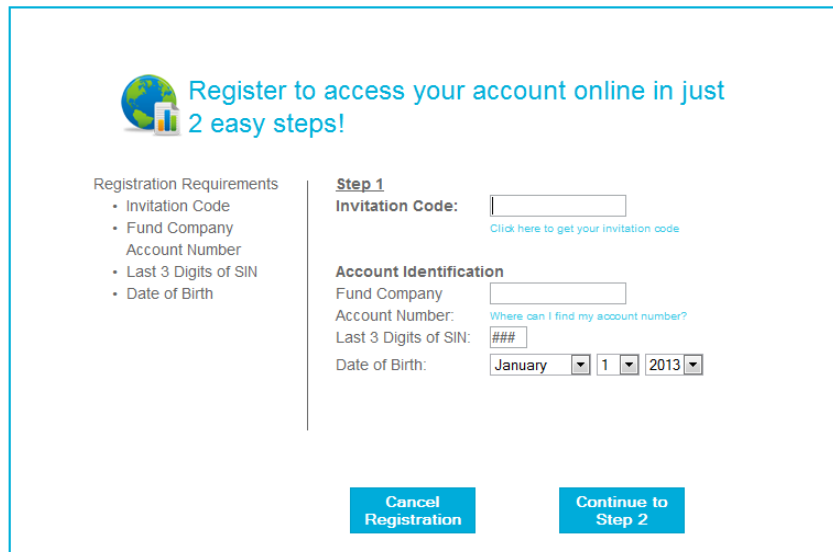
## WEBCONNECT SELF-REGISTRATION


Please note that corporate accounts cannot be registered online. For assistance, please contact your FundEX advisor. For all other accounts, begin by entering the **Invitation Code**, which can be obtained by selecting the link, “Click here to get your invitation code”.

Next, enter a **Fund Company Account Number** which can be found on the second page of your FundEX dealer statement under the column entitled “*Fund Co. Account No.*” Fund company account numbers are also available on Fund Company statements. You may have several accounts; select anyone for WebConnect registration. Please enter the account number excluding spaces, special characters or dashes.

*Note: The fund company account number is not your Client Number, Client ID or SIN.*

Next, enter the last three digits of your Social Insurance Number and your Date of Birth. Click the “Continue to Step 2” button once complete.



 **Register to access your account online in just 2 easy steps!**

**Registration Requirements**

- Invitation Code
- Fund Company Account Number
- Last 3 Digits of SIN
- Date of Birth

**Step 1**

**Invitation Code:**

[Click here to get your invitation code](#)

**Account Identification**

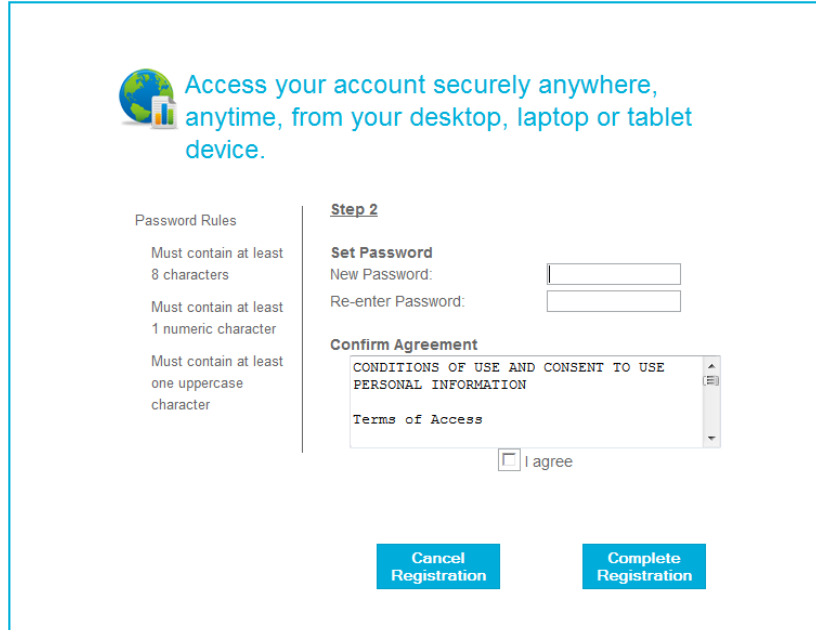
Fund Company:

Account Number:  [Where can I find my account number?](#)

Last 3 Digits of SIN:

Date of Birth:

The system will validate the details against the FundEX trading system and then allow you to create your unique password.



Access your account securely anywhere, anytime, from your desktop, laptop or tablet device.

**Step 2**

**Set Password**

New Password:

Re-enter Password:

**Confirm Agreement**

CONDITIONS OF USE AND CONSENT TO USE  
PERSONAL INFORMATION  
Terms of Access

☐ I agree

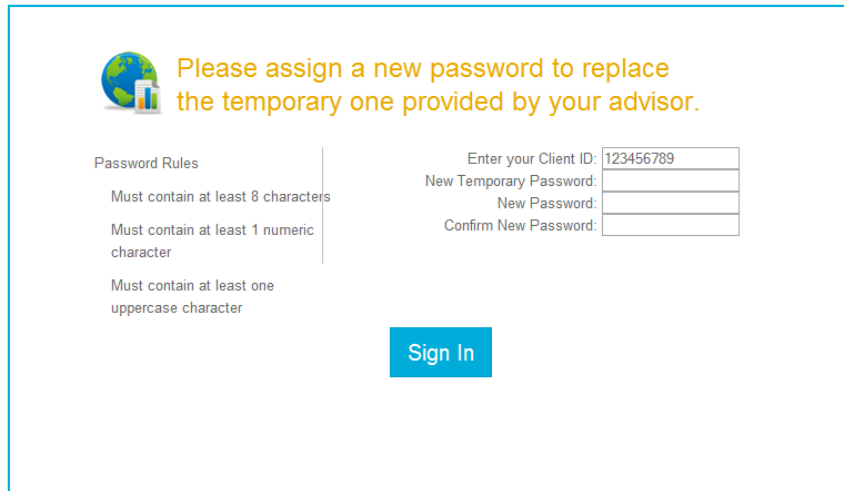
**Cancel Registration** **Complete Registration**

Once complete, you will be presented with your Client ID. Please retain your Client ID for future access to WebConnect.

If your attempt to register is unsuccessful, please contact your FundEX advisor to obtain your Client ID and a temporary password.

### TEMPORARY PASSWORD CHANGE

Upon initial sign-in using a temporary password provided by your advisor, a password reset is necessary.



Please assign a new password to replace the temporary one provided by your advisor.

**Password Rules**

Must contain at least 8 characters

Must contain at least 1 numeric character

Must contain at least one uppercase character

Enter your Client ID: 123456789

New Temporary Password:

New Password:

Confirm New Password:

**Sign In**

### PASSWORD RECOVERY SETUP

During registration, you will be asked to provide information that will assist in resetting your password (if and when required). Completing this page will allow you to use the “Forgot your password” function on the home page. You may update this information at anytime in WebConnect, under My Profile→Preferences.

### Password Recovery Setup

In the event that you forget your password, the following security question and your email address will be required to reset your password. If you wish to change your email you will also have to update your security question.

Your Email:   
 Re-enter Email:   
 Security Question: -- Choose Question --  
 Answer:

Submit

### E-DELIVERY ENROLMENT SETUP

Next, you will be prompted to select your FundEX statement delivery preference.



Want to get your statements more quickly and save some trees?

We now provide your FundEX statements right here on WebConnect. Every client who signs up can save the equivalent of 3 large trees over the course of 20 years.

Click here to enroll in Edelivery.

Remind me next time. Continue to WebConnect

Not interested in Edelivery. Continue to WebConnect

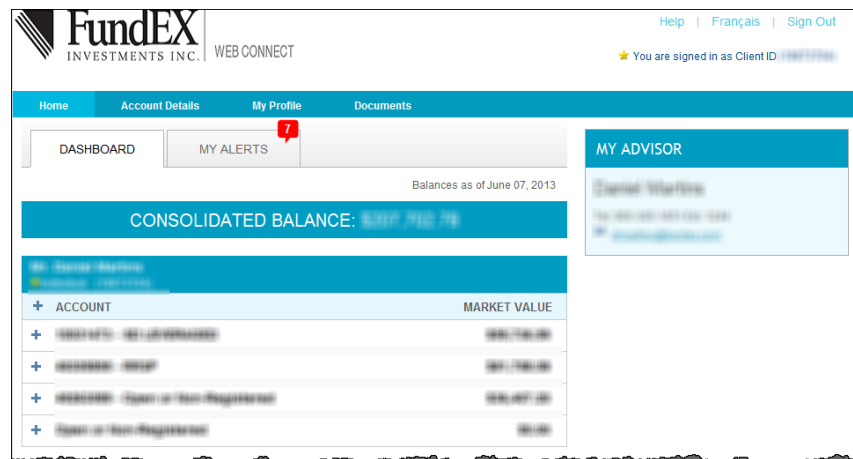
Upon making your selection, you will either be presented with the e-Delivery enrollment screen or continue to WebConnect. If you wish to enroll in e-Delivery, follow the on-screen instructions. You may modify your statement delivery preference at anytime in WebConnect, under My Profile → Preferences.

### WEBCONNECT NAVIGATION

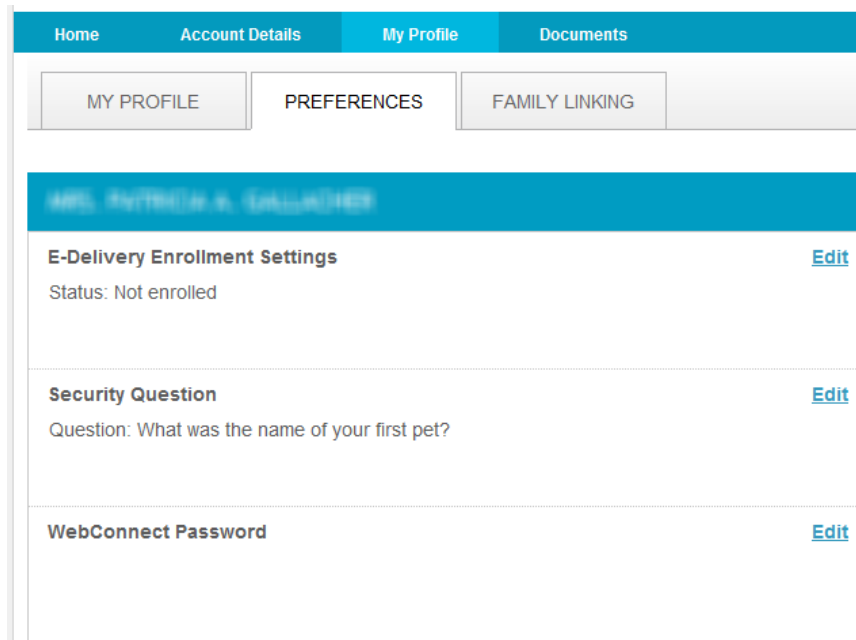
Once logged into WebCONNECT, navigating the site is easy. The website contains 4 main sections:

- Home
- Account Details
- My Profile
- Documents

The **Home** and **Account Details** tabs contain information about your account holdings at FundEX.



The **My Profile** section contains your contact information on file with FundEX. Your **Preferences** for e-Delivery enrolment, password recovery and changing your password are found here. Under the **Family Linking** tab you can view and share access with other users (for more details, refer to the Family Linking section on the next page).



The **Documents** tab contains your quarterly account statements. Statements may be retrieved for a period of up to 7 years.

Home

Account Details

My Profile

Documents

STATEMENTS

View: 






Mr. Daniel Martinez

1/26/2013 - 1/26/2013

View statements posted in: 

All

MR. DANIEL MARTINEZ

DATE	DESCRIPTION	STATUS	
March 31, 2013	Statement	Viewed	 <a href="#">Download</a>
December 31, 2012	Statement	Viewed	 <a href="#">Download</a>
September 30, 2012	Statement	Viewed	 <a href="#">Download</a>
June 30, 2012	Statement	Viewed	 <a href="#">Download</a>
March 31, 2012	Statement	Viewed	 <a href="#">Download</a>

Top

Show: 

5 per page

Page 1 of 2

Next

MY ADVISOR

Charles Williams

781-582-5851 • 857-722-1234

[charlesw@bank.com](#)

## FAMILY LINKING

WebConnect allows sharing access with other WebConnect users in your household. Sharing permits the other user to view your account, transaction activity and statements.

Home	Account Details	My Profile	Documents
MY PROFILE PREFERENCES FAMILY LINKING			
Share your investment information with others			
Mr. Daniel Martinez			
I Am Sharing With (1)		Sharing With Me (2)	+ Add Client ID
Mr. Daniel Martinez			<a href="#">Stop Sharing</a>
Client ID: [REDACTED]			

The Family Linking tab displays ownerships that you are sharing and ownerships that others are sharing with you.

The tab entitled “**I Am Sharing With**” displays all Client IDs that have access to the account.

The tab entitled “**Sharing With Me**” displays the Client IDs linked and consolidated to your account.

Sharing with another client is simple. Go to **My Profile**→**Linked Accounts**. Initiate sharing by clicking on “**+Add Client ID,**” which will prompt you to input the other owner’s Client ID and last name.

I Am Sharing With (1) | Sharing With Me (2)

(\*) Denotes required field

I want to share my account information with

Client ID\*:

Last Name\*:

**Confirm Agreement**

CONDITIONS OF USE AND CONSENT TO USE  
PERSONAL INFORMATION

Terms of Access

☐ I agree

**Validate** **Cancel**

Upon clicking **Validate**, you will be prompted to confirm the client with whom you wish to share by verifying their full name, Client ID, city and province. Clicking on **Share** will instantly provide the other user with access to your account balances, transactions and dealer statements. **With this in mind, it is important to ensure that “sharing” is conducted with individuals you wish to have access to your personal financial information.**

I Am Sharing With (1) | Sharing With Me (2)

You are about to share your :

- Account balances
- Account transactions
- Statements

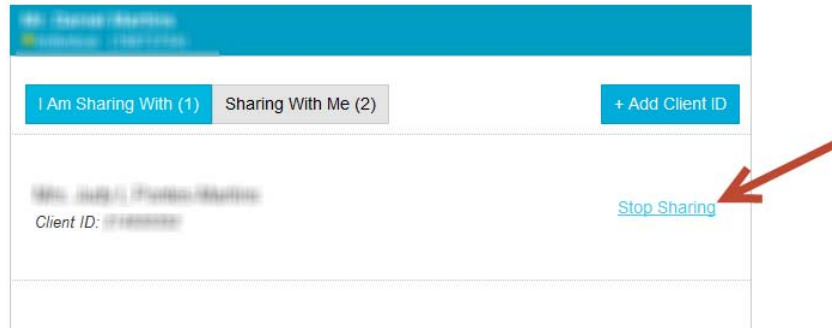
with

**Not the right Client ID?**

**Share** **Cancel**

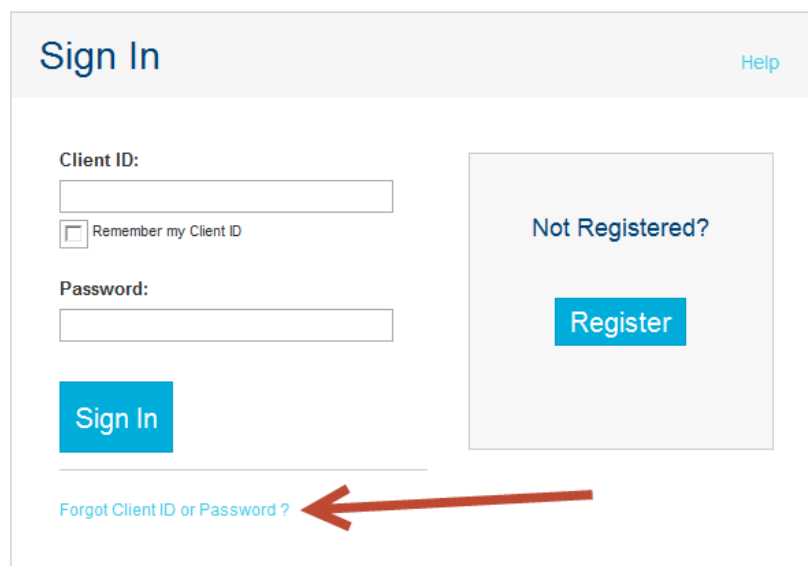
In addition, an email notification will be sent to the client, as well as alerts posted within WebConnect.

Un-sharing of information is simple as well. WebConnect provides investors with full control over the family linking process. Simply click on the **Stop Sharing** link shown below. An email notification will also be sent to the client.



### CLIENT ID/PASSWORD Recovery

In the event you forget your password or Client ID, please click on “Forgot Client ID or Password” on the home page.



Select either **Forgot Password** or **Forgot Client ID & Password** and follow the on-screen instructions. You will receive an email containing a secure link to WebConnect where you must successfully answer the security question in order to reset your password. If you have not completed the password recovery setup previously shown, you must contact your FundEX advisor to reset your password.

